

# SDO/SDNCO CRIME PREVENTION CHECKLIST

**INSPECTED UNIT:**\_\_\_\_\_ **DATE:**\_\_\_\_\_ **TIME:**\_\_\_\_\_

AREA	INIT	YES	NO
1. Does the unit have a Staff Duty?			
2. Is the Staff Duty present?			
3. Does the SDO/SDNCO have a detailed SOP			
4. Is the SDO/SDNCO familiar with the entire contents of the SOP?			
5. Does the Duty Instruction Book contain: <ul style="list-style-type: none"> <li>- Battery Alert Roster</li> <li>- Current unit manning roster</li> <li>- Roster of personnel living in barracks w/room number</li> </ul>			
6. Does the SDNCO control access to the HQs area?			
7. Are "OFF LIMITS" areas posted and visible?			
8. Does the SDNCO have written instruction on: <ul style="list-style-type: none"> <li>- Bomb threats</li> <li>- Larceny</li> <li>- Assault complaints</li> <li>- Terrorist attacks</li> </ul>			
9. Is the SDNCO maintaining a DA Form 1594?			
10. When did the SDNCO conduct his last check of the: <ul style="list-style-type: none"> <li>- Parking lot</li> <li>- Billets</li> <li>- Arms room</li> <li>- Supply room</li> <li>- Unit buildings</li> </ul>			
11. Are billets free of clutter and debris?			
12. Are all other doors and windows secured?			
13. Are all lights working?			
14. Are all non-working lights recorded on the 1594?			
15. Are personnel loitering in the parking lot?			
16. Check 10 POVs for security			
17. Are firelights working?			